Chapter 15B. Timeframes for ARIS and Other Actions

Listed below are timeframes for different actions to be taken over the course of the fiscal year. Some items are clean-up items that can be done year round, but each year at a certain time, usually around ARMPS time, it is a good idea to review information to make sure it is up to date and accurate.

NOTE: Different Areas may have different timeframes to do some actions. The timeframes listed below are general guidelines to follow, but dates can differ as long as all actions are being done.

October:
- Update Mission Statements (can be done year round)
- 421s (Annual Reports) for all projects due to National Program Staff
- Fall Cleanup of 425 Only System (can also be done year round)
- CRSEES NRI-CGP grant proposal time frames announced
- Begin New Program Budget Process - Program Increases

November:

December:
- ARS-115s Need to be Completed to Make Appraisal Period (should be entered year round) (NOTE: Different Areas may determine their own specific dates for 115s to be completed by)

January:
- State Briefing papers are put on the NPStaff intranet for comments by the Area Directors.
- Run Detail by Author Reports for Performance Appraisals

February:

March:

April:

May:
- Next FY Guideline Dollars file opens for fund transfer actions
- Update Journal acceptance Dates on ARS-115s (can be done year round)
- Radiological Safety Assessment Takes Place in ARIS

June:
- Print Guideline Dollars from Briefing Packet for ARMPS Preparation
- Update Biosafety (BRCOM) projects (can be done year round)
- Annual Reports (AD-421) Memo sent out to begin 421 Process
- Post-doc Application Process Opens for Data Entry in ARIS
- Annual Report (AD-421) System Opens

July:
- Next FY Fund Transfer Deadline in RMIS (usually towards end of month) in Order to Make Final Guidelines
- CSREES NRI-CGP Funded Proposals–Prepare and Attach 416/417 to Existing 425 in ARIS
- Area/MU ARMPS Reviews
- Deadline to Enter Administrator Funded Post-doc Proposals

August:
- Early August - AD initial Screening of Post-doc Proposals. Approved Proposals Due to NPS
- Final ARMPS Guideline Dollars Available for Printing from Briefing Packet in ARIS
- Deadline for Adding Funds to Present FY SCAs (Extramurals)
- Update Journal Acceptance Dates on ARS-115s
- BARD Proposals Announced
- Verify Radiological Safety Licenses for the Next Fiscal Year (if scientist has a license on October 1, they will be assessed for the entire Fiscal Year)
- BT Assessment done for the Next Fiscal Year
- Late August - Post-doc Proposal Rankings Deadline for NPS and AD

September:
- Annual Reports (AD-421) Due to Area (each Area differs on deadlines)
- Update Investigator/SY-Time in ARIS (to agree with submitted ARMPS)
- Administrator Funded Post-Doc Awardees Announced at AC

Ongoing Activities:
- Renumbering Inhouse Projects on Siblings (R, T, C, S, G type) 416/417 w/425 or 550 and 425 Only System
- 425 Only System on Unfunded or Terminated Actions. Awarded Actions from Purpose #4, Research No Funds to ARS
- Update Investigator and SY-Time
- Update Biosafety Certification (BRCOM) in the Approach Section (416) Annually
- Add RRP (Regional Research Project) Number and Percent to 416 (D type only)
- Update Mission Statements